







BATH & WELLS
Multi Academy Trust
'That they may have life, life in all its fullness' John 10:10

Health & Safety policy

BATH & WELLS
Multi Academy Trust

Bath and Wells Diocesan Academies Trust

Health and Safety Policy

Version Number	**6.0**
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Next review date	**October 2027**
Approved by	**Full Trust Board**
Policy Owner	**Trust Wide Estates Lead**
Policy location	**SharePoint, Website**
Target audience	**All staff**

BATH & WELLS
Multi Academy Trust

Statement of Intent

The Bath and Wells Multi Academy Trust (referred to as the 'Trust' from this point on) has overall responsibility for the health, safety and welfare of staff, student, visitors in the schools we operate and within the Trust team.

We recognise that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation together with the requirement for policies by the Education (Independent School Standards) Regulations 2014.

The health, safety and welfare of staff, pupils and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration and leading by example.

We will strive to continually improve the performance of our health and safety management.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the Trust and school communities are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure that we have a safe and healthy working environment.
- To encourage, promote and continuously improve our health and safety performance.
- To ensure that we protect the environment.

This Policy was reviewed and ratified by the Board of Trustees Signed:

Nikki Edwards — **Chief Executive Officer**

Beverley Hobbs — **Interim Chair, BWMAT Board of Trustees**

NB Signed copies are kept centrally.

Context

BATH & WELLS
Multi Academy Trust

The Bath & Wells Diocesan Academies Trust (the Trust) is a complex learning community. In order to ensure that the Trust is a safe, supportive environment where pupils and staff can learn and thrive, there needs to be clear procedures, structures, and expectations in place. Trust policies are a formal way of documenting the procedures and values of the Trust and are designed to provide an instant picture of the principles of the Trust. They form an important framework that will ensure consistency in applying the agreed values and principles across all elements the Trust.

The **Health and Safety Policy** is a statutory policy required by the Health and Safety at Work etc Act 1974.

Purpose

The Board of Trustees is accountable for the health and safety of every member of the Trust community and must pay due regard to the responsibilities identified in Schedule 1 of the Health and Safety at Work Etc Act 1974.

The purpose of this policy is to outline the Trust's commitment to discharging these responsibilities and maintaining a safe and healthy work environment. The policy's primary purpose is to protect employees by identifying and mitigating workplace hazards. Additionally, it will ensure legal compliance with health and safety laws and regulations, helping the Trust avoid legal penalties.

The policy provides a framework for assessing and managing risks, reducing the likelihood of accidents and injuries. It promotes a culture of safety within the Trust, encouraging employees to be aware of and actively participate in maintaining a safe workplace.

Scope

This policy relates to all employees, pupils, volunteers, contractors and members of the public.

Trust Alignment

This policy is linked to Pledge 1 of the Trust's Strategic Plan and the strategic priority: *High quality and inclusive education that ensures excellent outcomes for all children.*

Other Related Policies

This policy should be read in conjunction with the following national & Trust policies:

i) The Health and Safety at Work Etc Act 1974
ii) The Management of Health and Safety at Work Regulations 1999
iii) Health and Safety: Responsibilities and Duties for Schools (DfE 22)

Monitoring

This policy is owned by the Trust Wide Estate Lead and will be subject to annual review by the Board of Trustees.

Trustees will receive an annual Health and Safety assurance report covering compliance, audit findings, significant incidents and near misses, outstanding high-risk actions, emerging risks and progress against agreed improvement plans.

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Responsibilities and Arrangements for Health and Safety

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1. Responsibilities and Organisation

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

The Trust, as the employer is responsible for health and safety, though many tasks are delegated. The school level responsibilities will be identified through the supplementary policy annex.

The responsibility for the implementation of the Health and Safety Policy at each school lies with the headteacher.

Every person employed by the Trust carries some responsibility for health, safety and welfare (see 2.5 All Staff) but where specific duties are given, these are recorded in the following pages.

1.1 The Trust Board will:

- ensure an appropriate Board profile is implemented and maintained for health and safety, whether via committee board meetings or by appointing a liaison Director or Directors for health and safety.
- provide strategic direction in the importance of health and safety across the organisation.
- review all reported events to make sure practice is reviewed and updated if necessary.
- take all reasonable steps to provide safe and healthy conditions for pupils/employees and others who may be affected by its activities.
- take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- accept its responsibilities as an employer and will provide adequate resources to implement this policy, including access to support from health and safety competent persons and, where necessary, will obtain external specialist advice and assistance.
- accept that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- commit to providing the necessary information, instruction and training to employees and pupils, where applicable.
- acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy after considering new legislation and other changing circumstances.

1.2 Chief Executive Officer on behalf of the Trust Board will:

- ensure health and safety has a high profile throughout the Trust and is included as an agenda item on all relevant meetings.
- promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- consider the impact of health and safety in all strategic and operational decision-making.
- ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the Trust.

1.3 Chief Operating Officer (or in their absence, the Chief Executive Officer) will:

- appoint a Competent Person to advise on health and safety matters.
- monitor and review health and safety policy and arrangements.
- monitor Health and Safety performance and provide support and advice to the Trust Wide Estates Lead.
- agree with the Trust Wide Estates Lead a programme of health and safety audits and inspections.
- ensure that the headteacher in each school is competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the school premises.
- implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- ensure there is an effective accident reporting and investigation procedure across the Trust.
- consult staff and provide training opportunities.

1.4 Trust Wide Estates Lead (Incorporating the Competent Person role)

This role will:

- provide health and safety advice, support and training to the schools / Trust Team and their staff.
- ensure that all staff and members are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement and fulfil those duties to full effect.
- undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness.
- explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'.
- advise on the risk assessment process and encourage the recording of risk assessments and control measures.
- provide a review of risk assessments or areas that could influence changes to policies, guidance and working practices.
- manage and report all major accidents under the requirements of RIDDOR.
- assist and advise on investigation of all reportable accidents and changes to systems to prevent a recurrence.
- identify trends and advise on concerns and training needs.
- liaise with any enforcing authority, the Health and Safety Executive (HSE), insurance organisations, or other agencies on Trust and individual school health and safety arrangements.
- perform the role of Educational Visits Advisor in terms of approving certain off-site visits.

1.5 Line Managers/Senior Leaders will:

- apply and share the Trust and relevant school or Trust Team Health and Safety Policies to their own area of responsibility/work.
- develop, publish and share with members of their teams, specific health and safety procedures for any high-risk activities within their teams.
- ensure regular health and safety risk assessments are undertaken for the activities for which they or their team are responsible and that control measures are implemented and shared with all staff.
- ensure that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- resolve any health and safety or welfare problems within their teams.
- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and

supervision to enable other employees to avoid hazards and contribute positively to their own health and safety.
- ensure that all accidents (including near misses) occurring within their team are promptly reported and are investigated.

1.6 All Trust Staff

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school / Trust.

Employees of the Trust, whether they are fixed term, contract or permanent, take the responsibility to:

- take reasonable care of their own health and safety and that of others.
- refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- ensure that they are familiar and up to date with the Trust's Health and Safety policy and standard procedures.
- co-operate with the employer/Trust supporting the implementation of the Health and Safety policy and local school arrangements.
- ensure as far as is reasonably practicable that their classroom/work area is safe.
- raise health and safety concerns in line with local arrangements (e.g. reporting all premises related issues to the person who manages the premises so they can be recorded and actioned).
- inform the relevant management if something happens that might affect their ability to work safely. e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
- ensure that they only use equipment or machinery that they are competent / have been trained to use, making use of all necessary control measures and personal protective equipment provided for safety or health reasons.

In addition, teachers and other staff in schools have a common-law duty to act as any prudent parent would do when in charge of pupils.

1.7 Headteachers

The headteacher has day-to-day responsibility for health and safety management of their school and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities.

All headteachers are required to:

- implement the Trust Health and Safety Policy.
- develop and implement the local school Health and Safety Policy annex.
- share this with all staff and review this annually or sooner (where required).
- develop a health and safety culture throughout the school by engaging and consulting with employees on day-to-day health and safety conditions, for example by including health and safety is on the agenda for meetings at all levels.
- take day to day operational decisions with all due regard to health and safety.
- ensure arrangements are in place to fulfil compliance duties and ensure suitable records are maintained.
- raise any health and safety matters with which they cannot deal directly with the Trust Wide Estates Lead.
- ensure adequate resources for health and safety are available.
- ensure staff understand their responsibilities and can access appropriate support, advice and training to help them manage risks responsibly.

- identify significant hazards within their school and ensure suitable risk assessments are undertaken, maintained and reviewed in a timely fashion, which will include general workplace risks, substance risks, equipment risks, off-site visits, etc.
- implement and monitor all control measures identified by risk assessments.
- draw up relevant health and safety procedures.
- monitor effectiveness of procedures.
- update their Trust Learning Committee on a regular basis on health and safety matters.
- review all accidents and incidents with the Trust Learning Committee to identify trends (at least annually).
- recognise the role of safety representatives appointed by recognised trade unions and co-operate with them when requested.

Whilst overall responsibility for health and safety cannot be delegated, headteachers may choose to delegate certain tasks to members of their Senior leadership team, a Health & Safety Co-ordinator and/or others.

1.8 Teaching Staff (including Cover and Supply) will:

- ensure that staff, pupils and visitors under their control, make use of any health and safety provision, as necessary.
- undertake regular inspections of their rooms, and any equipment they use, and bring any faults to the attention of the headteacher, business manager or site manager (as appropriate).
- bring to the attention of the headteacher, business manager or site manager (as appropriate) any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire.

1.9 Site Staff (Including Area Compliance Officers, Site Managers and Caretakers) will:

- provide support and advice to their Headteachers, Senior Leadership team and school staff, regarding any relevant health and safety related matters.
- act as Health and Safety representatives for the site for which they are responsible.
- support the Headteacher or Senior Leadership team in undertaking periodic health and safety site walks/checks to ensure any obvious defects are identified and addressed.
- ensure that the appropriate licences, test certificates, insurances etc. are up to date, fit for purpose and recorded.
- will formalise the on-site communication of health and safety matters with contractors that are appointed.
- will be the representative for the school when dealing with any health and safety meetings/committees as required by the Headteacher.

1.10 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of behaviour and dress consistent with safety and hygiene.
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

1.11 Trade Union Safety Representative (if appropriate) or Employee Representatives

Any Trade Union Health and Safety Representatives will be encouraged by the headteacher to fulfil their duties as well as being released for any appropriate training. The headteacher will also consult regularly with them on health & safety matters and they will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

At this point in time, the Trust does not have a Health and Safety committee but would however be obliged to set one up (within three months of the request) if two or more union-appointed Health and Safety representatives request this in writing.

1.12 Volunteers

Volunteers (such as parent helpers. etc.) have a responsibility to act in accordance with Trust policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's Health and Safety policy and related policies and procedures. Similarly, they are afforded the same protection as employees under Health and Safety Law.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

1.13 Contractors

All Contractors working on Trust and school premises, or elsewhere on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Selecting and managing contractors

It is vital that any company or persons invited into a school under a contractual agreement to work on maintenance of the building or the site operates under the highest level of health and safety possible and is aware of the Trust's and relevant local policies and procedures.

When engaging a contractor, the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- safety method statement

The Trust and/or school will co-ordinate with any contractors and ensure that they have appropriate information about the site available to them including the Asbestos Management Plan, evacuation procedures, etc.

For information on safeguarding pupils against visitors or contractors, please read the Trust's **Child Protection and Safeguarding Policy.**

2 Trust Arrangements for Health and Safety

2.1 Competent Person Advice

The Trust has appointed a Trust Wide Estates Lead which incorporates the 'Competent Person' role for advice on health and safety matters. This role will be supported by specialist external advice where required.

2.2 Health and Safety Management

The Trust will monitor the performance of schools in line with its requirements as the Employer. This will include following the general 'Plan, Do, Check, Act' principles of the Health and Safety Executive publication HSG65 – Successful Health and Safety Management.

The principles 'Plan, Do, Check, Act' achieve a balance between the systems and behavioural aspects of management. They also treat health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Managing health and safety should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

The core elements to effectively manage health and safety are:

- leadership and management.
- a trained/skilled workforce.
- an environment where people are trusted and involved.

2.3 Health and Safety Management System

The Trust has taken the decision that all its schools will adopt the EEC Safety Suite as their health and safety management system. This is a school specific system which contains modules for risk management (assessment), external visit approval, incident/accident reporting, auditing, fire training, and management reporting.

For compliance purposes, the Trust uses iAM Compliant which includes e-learning.

2.4 Supplementary - Annex (School and Trust Team)

Individual schools and the Trust Team will be expected to establish their own health and safety procedures, along with identifying individuals with responsibilities and creating arrangements for implementing their respective policies.

For individual schools, supplementary (Annex) is provided as part of this Policy and will be developed further by the individual schools to suit their requirements. The main H&S Policy will be published on the Trust website and all school's websites will have links to this policy. The supplementary (Annex) will remain private to school employees.

For the Trust Team, this will be a bespoke supplementary policy relating to their area of work.

2.5 Measuring Outcomes

The Trust will utilise various means to measure performance within schools such as:

- A programme of health and safety audits.
- Site inspections/safety tours.
- Local review of risk assessments and their control measures.
- Information coming out of Trust Local Committees, and other meetings.
- Results of any external reviews/investigations.
- Local review of accidents/incidents/near misses and use of the information and experience gained throughout the Trust.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings and good practice throughout the Trust.

2.6 Audit

A programme of health and safety audits is to be implemented for all schools with the scope, delivery, and ongoing frequency to be agreed by the Chief Operating Officer.

The implementation of the school audit action plans will be the headteachers' responsibility, assisted (where necessary) by the Trust Wide Estates Lead and the Chief Operating Officer.

Audit performance and completion of such action plans will be monitored by the Trust Wide Estates Lead.

This audit programme will be enhanced with a site walk around to look at the physical environment, conducted with a school representative (if available).

Significant health and safety risks and overdue high-priority actions will be escalated through the Trust's risk and governance arrangements to the appropriate Executive lead and, where material, to Trustees.

2.7 Training

All employees within the Trust should receive appropriate information, instruction, training and supervision to undertake their roles and responsibilities safely and work in a safe environment.

The Trust training matrix should be followed which identifies the required level of health and safety training for all staff groups and members.

All employees should receive induction training regardless of whether they are permanent, part time, temporarily employed, etc.

This training should cover:

- Health and Safety Policy and other associated policies
- Fire and emergency procedures
- First aid provision
- Welfare facilities
- General housekeeping arrangements and defect reporting
- Procedure for accident/incident reporting, including near misses

- Relevant risk assessment which might affect them
- Job specific training needs and
- How to raise health and safety concerns

E-learning is available via:

- iAM Compliant
- Governor Hub/The Key

2.8 Code of Conduct

The Trust is concerned with ensuring the good health and safety of members of the school communities, both on an individual basis and as whole school bodies. Appropriate and considerate behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support.

2.9 Signing In and Out Systems.

The Trust is committed to complying with all regulations that promote the well-being and safety of all its personnel. In the event of a fire or any other need to evacuate any Trust or school building, it is imperative that a record is kept of all personnel arriving and leaving the building, to ensure good practice and compliance to the building evacuation procedures.

It is important to have good record-keeping for use in an emergency and to promote staff awareness and responsibility in the working environment.

Signing in and out procedures must be in place for use in the event of an emergency evacuation of the school buildings; to determine the whereabouts of any personnel during the day on the school premises.

Signing in and out systems can include paper-based systems or electronic visitor management systems.

All staff must ensure that they sign in and out of the premises daily. Failure to do so could result in a disciplinary action.

2.10 Accident/Incident Reporting and Investigation.

All employees should report and record all accidents, incidents, near misses and dangerous occurrences to enable them to be reviewed and investigated accordingly.

For Trust employees, this will be recorded by your line manager using the accident reporting module within the EEC Safety Suite.

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.

Senior managers or the Board of Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature

can be avoided.

Accident records will be reviewed on a regular basis to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

2.11 Health and Safety Law Poster

The Health and Safety Information for Employees Regulations requires that all business premises display an approved health and safety law poster in a prominent position or to provide each of their employees with an equivalent leaflet.

The poster/leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work.

For more information see - http://www.hse.gov.uk/pubns/books/lawPoster.htm

2.12 Enforcing Authority

The enforcing authority is the Health and Safety Executive (HSE) – www.hse.gov.uk, and all Trust schools come under their Wales and Southwest region. The local office is:

HSE (Bristol Office)
2 Rivergate
Bristol BS1
6EW

2.13 Ratification of Policy

This policy is required under the Health and Safety at Work etc. Act 1974.

Any breaches of those duties listed above could lead to the prosecution of the Trust's Board, Chief Executive Officer, Trust Local Committee or individual employees.

Failure to comply with health and safety requirements could also lead to disciplinary action. The Trust

HR policies give full details on disciplinary and misconduct procedures.

Bath and Wells Multi Academy Trust Supplementary Health and Safety Policy (Annex)

Further detailed responsibilities and arrangements specific to:	**School Name**
Document Prepared by:	
Job Title:	
Document Ratified by:	
Job Title / Role:	
Date:	
To be reviewed: (at least annually or after a significant incident or changes in processes)	

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NB – This is an internal document for each school to tailor and should not be uploaded to your website.

1.0 Responsibilities

The following tables identify those who have been delegated responsibilities or have specific roles within the school:

Headteacher:	
Delegated Senior Manager: (if delegated)	
Health and Safety Co-ordinator: (if applicable)	
Premises Manager: (if delegated)	
Educational Visits Co-ordinator(s):	
Trade Union Health and Safety Representative(s) / Employee Representative(s):	

Competent Advice for Health and Safety:	Darren Ling – Trust Wide Estates Lead darren.ling@bwmat.org
Key Holders:	
Person(s) responsible for undertaking regular H&S inspections (weekly/termly):	
Person responsible for co-ordinating fire evacuation arrangements:	
Persons trained and appointed as fire marshals/wardens: *NB This can include persons who have been trained in hands on extinguisher training and received annual awareness training.*	
Persons trained and appointed as first aiders / appointed persons (including qualifications type/Expiry dates): *NB If you already have a list of first aiders, please simply list the number of each qualification type trained and identify where the actual information is located.*	
Persons trained in food hygiene: *NB If you already have a list, please simply list the number trained and identify where the actual information is located.*	
Allergy Safety Lead(s)	
Who do staff (and others) report incidents/accidents/near misses to:	
Who do staff (and others) report hazards/health and safety concerns to:	

2.0 Documentation

Policies/records/documents relating to the school's Health and Safety Policy are listed below along with the locations where they can be found (please expand and amend accordingly to your school):

Documents – examples below (not exhaustive)	**Location** e.g. office, staff room, website, SharePoint, etc.
Health and Safety Policy (signed and dated)	
Health and Safety Law Poster	
Risk Assessments	
Off-Site Visit – Approvals	
Off-Site Visits Policy	
Fire Risk Assessment	
Fire Policy	
Fire Emergency Evacuation plan (FEEP)	
Personal Emergency Evacuation plans (PEEP)	
COSHH Assessments and Data Sheets	
First Aid/Accident book	
Asbestos Register and Management Plan	
Legionella Risk Assessment	
Property Servicing/Maintenance Records (if not on iAM Compliant)	
Health and Safety Training Records	
Medications Policy and Forms	
List of qualified first aiders	
List of staff that have volunteered to administer medication to pupils	
List of staff that have volunteered to administer AAI's and inhalers	
AAI Location	

Documents – examples below (not exhaustive)	**Location** e.g. office, staff room, website, SharePoint, etc.
Site Management/Caretaker Log Book/ Records	
Business Continuity Plan	
Lockdown Procedure	
Defibrillator Location and Maintenance records	

3.0 School specific arrangements (Please tailor the rest of this document to your requirement or use your own existing arrangements):

The headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with specific risks and situations in their school.

These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal) - All staff will be informed about these procedures.

The list below is an example of common procedures only. Some schools may be able to exclude some as not applicable but equally most schools will probably need to add further ones to cover local risks and circumstances.

- School managed projects
- Critical Incident Strategy
- Educational visits and activities
- Fire safety and emergency evacuations
- First aid including the storage and administration of medicines including AAI's and inhalers
- Health and safety site inspections
- Lockdown
- Lone working
- Lunchtime and breaktime supervision
- Manual handling
- Maintenance of plant, equipment and electrical systems including PAT testing
- Managing water hygiene
- Out-of-hours use of school buildings and facilities including public performances
- Reporting of accidents, incidents, hazards and near misses
- Risk assessments
- Site security
- Stress and employee well-being

- Swimming
- Unexpected loss of utilities
- Use and storage of chemicals
- Use of contractors
- Use of or exposure to any hazardous substances or materials
- Use of minibuses
- Vehicular access/segregation, car parking and use of staff cars
- Violence and aggression to staff
- Waste disposal
- Working at height
- Work experience for pupils

4.0 Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the school takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line managers;
- All employees also have the right to raise health & safety concerns with a Trade Union health & safety representative, who can take the matter up on their behalf;
- Ensuring health & safety is on the agenda at team meetings and that issues are then dealt with or referred up.

5.0 Health and Safety Performance Reporting and Review

The Headteacher supported by the Regional Hub Facilities Lead will monitor information such as accidents, near misses, fire drills, inspections and compliance actions on a termly basis. This may include reviewing:

- EEC Safety Suite Management information;
- School health and safety inspections/audits;
- Monitoring checks such as site inspections, fire drills etc;
- Compliance on iAM Compliant;
- Incident statistic and investigations including near misses;
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health);
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing.

6.0 Review and Revision

The Trust will ensure that this Health & Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

7.0 Arrangements

Risk Assessments

Schools need to regularly assess the risks relating to their sites and buildings and any activities that are carried out by employees or pupils. This includes all activities both on the school premises and off-site. Where a significant finding is identified a written risk assessment must be produced.

These assessments should be recorded on EEC Safety Suite and provides vital evidence that the school has considered all possible risks and taken appropriate action to reduce them. A new template risk assessment process is being introduced to all schools in the 2026/27 Academic year, this will move risk assessment away from EEC Safety Suite and when a risk assessment is due for review, this should be the trigger point to move onto the new templates.

All risk assessments should be maintained in a suitable and sufficient state. They will identify the risk assessment owner, and anyone supporting, The risk assessment will include recording meaningful control measures and ensuring that they are reviewed on a regular basis, usually annually. Schools must have an embedded system that ensures risk assessments are properly reviewed and maintained.

A mandatory list of risk assessments that each school should have is available on SharePoint.

EEC Training is available upon request by contacting Darren Ling, Trust Wide Estates Lead

Off-Site Visits Approvals

All schools are to follow a suitable method of planning, approving, evaluating external visits.

The Trust has delegated responsibility to the Headteacher for ensuring that each school has an appropriate policy, procedures and risk assessments so that outdoor and residential visits are conducted and recorded safely.

Schools should implement their own External Visits/Off-site Visits Policy which follows the national guidance for the management of outdoor learning, off-site visits and learning outside the classroom. This guidance is located here - oeapng.info. A model Policy/procedure is available from the H&S SharePoint site.

The Trust has adopted EEC Safety Suite as their chosen method for planning and approving of external visits. This system follows National Guidance and best practice for managing external visits.

Determining ratios of adults to children, detailing risk assessments should all be informed by National Guidance. There are no legal requirements around ratios of adults to children on external visits, but there is guidance on ratios and effective supervision. You can find the document here: https://oeapng.info/download/1142/?tmstv=1710325635

All external visits which are hazardous in nature, residential, overseas, or non-local should be approved locally by the schools themselves, then submitted on EEC Safety Suite to the Trust Wide Estates Lead for approval.

All schools should appoint an Education Visits Co-ordinator (EVC) who is trained accordingly. Training should be refreshed every three years.

Leaders of visits should have suitable training and experience

A self-evaluation form on the OEAPNG website is available to assist schools in determining whether they have considered all the important decisions to be taken by the school around external visits.

You can find the form here:
https://oeapng.info/download/8811/?tmstv=1710325805

Education Visits Co-ordinator (EVC)
The Educational Visit Co-ordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that DBS checks are in place as necessary for those who may be volunteering on the trip.

Teaching staff are responsible for supervising pupil groups whilst they are away from the school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

Visit Leaders are responsible for carrying out risk assessments prior to the external visit/off-site activity taking place. Whenever adventurous activities are being undertaken and/or residential take place, those responsible for leading groups off-site will have relevant and up-to-date training.

Before any activity is allowed to take place the Headteacher will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visits, e.g., those involving an overnight stay or overseas travel, and submits these to the central team for approval if appropriate
- a sufficient level of insurance is in place
- the headteacher or group leader reports back after the visit.

Off-site visits are carefully planned, and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- off-site risk assessments

- Safeguarding
- Medical conditions
- Challenging behaviours

Accident Reporting, Recording and Investigation
All accidents must be reported to the headteacher.

For accidents involving pupils which require minor first aid, these should be recorded in the school's First aid/Accident (bump) book.

For more serious injuries to pupils, and for all non-trivial accident involving employees, visitors, contractors. etc, these accidents should be entered on to EEC Safety Suite. A data collection form for assisting with this is located on SharePoint.

Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will flag when entered on to EEC Safety Suite and will be checked and actioned by the Trust Wide Estates Lead.

If any incident is of a serious nature, or fatal, the headteacher must immediately contact the Trust Wide Estates Lead, or in their absence, the CEO, DCEO, or Regional Hub Director by the quickest means possible. These incidents should be entered onto EEC as quickly as possible.

The school encourages the reporting of near misses. Near miss reports will be reviewed by senior leaders to identify preventative actions before injury or damage occurs.

Parents or carers (or emergency contacts where the parent/carer is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the** school **cannot contact a parent or carer.** If a pupil needs to be taken to hospital, and a parent or carer is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent or carer to arrive.

Pupils will only be sent home if there is a parent or carer available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in the school will be recorded.

First Aid Co-ordinator
The First Aid Co-ordinator or nominated Lead First Aider will be responsible for:

- maintaining school and pupil records of first aid support given to staff and pupils.
- maintaining first aid kit stocks and records
- in conjunction with the school office, collecting data including administration of medication, consent forms and medication retained, and keeping it up to date at all times.

- checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Ensure medicines are managed in accordance with the Supporting pupils with medical conditions policy.

Administration of Medication
Pupils at the school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

We will ensure that we consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate policy Supporting Pupils with Medical Conditions which can be accessed by following the link to the Trust Website.

The Business Manager/Office Manager or person(s) appointed by the Headteacher will be responsible for:

- administering prescription medicines when parental consent has been obtained to do so.
- in conjunction with the First Aid Co-ordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- requesting and collecting new or renewed medication from parents/carers and passing this to the First Aid Coordinator for appropriate storage.
- administering medication and liaising with the Health Centre, School Nurses and parents as appropriate.
- managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the school, ensuring that confidential information is held securely.

Allergy Safety
Allergy Safety has a separate policy located on the Trust website and which school will tailor to their own needs. This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools.

Workplace Safety
The school will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Slips and Trips
Slips and trips are the most common cause of injury at work – and the most reported injury by members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip.

Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons.

They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting, particularly where there are uneven surfaces and changes of level
- contamination both from wet surfaces caused by water, and fluid spillages; and slippery surfaces caused by contaminants e.g. food, litter etc.
- obstructions, particularly bags and trailing cables

To prevent slip and trip incidents we will ensure:

- suitable cleaning regimes are in place,
- appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- there is appropriate lighting,
- appropriate signage is used, and
- there is appropriate storage space (e.g. bags/coats etc)

Manual Handling

The school operates in accordance with the *Manual Handling Operations Regulations* (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as far as is reasonably practicable, avoid the need for employees to undertake any significant manual handling operations at work.

The Headteacher will be responsible for identifying any significant manual handling tasks, as described in the Manual Handling Operations Regulations. Where significant tasks are identified, a suitable and sufficient risk assessment will be completed to ensure that tasks are completed safely. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy.

The school expects employees to:

- safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- follow safe systems of work as determined by the result of the risk assessments
- use mechanical aids which have been provided for their use and which they have been trained to use and report faults with any equipment to line management immediately
- ensure that they use equipment as per manufacturer's instructions
- attend training sessions as required and apply the knowledge/skills to daily tasks
- report all accidents and incidents which have either caused or could have caused harm or injury
- report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- inform line management if they are unable to perform manual handling duties
- ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability

- comply with policies regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

All staff whose duties could include manual handling/lifting must be provided with suitable information and training.

They must ensure that they are physically capable of safely completing a manual handling task and use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be carried out for significant manual handling tasks. This does not include tasks that are within the published guidelines. There are risk assessment frameworks available on the risk management module of EEC Safety Suite.

Building and site maintenance

The Headteacher is responsible for ensuring that the school premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

Each school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits, etc. as required.

Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Legionella
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

Asbestos

Please refer to the school's Asbestos Management Plan and latest Asbestos Register/Survey for further advice and guidance. A copy of this must be easily accessible and be available and shown to any visitors or contractors whose task will interfere with the fabric of the building.

The Asbestos Register/Survey will be formally reviewed every 5 years by a suitably competent asbestos contractor.

A formal check of visible asbestos containing materials will be completed annually by our appointed contractor.

Key staff will periodically receive suitable asbestos training that relates to their role in line with the Trust training matrix.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) apply to ALL hazardous chemicals and substances in school, not just those associated with cleaning. It requires a COSHH assessment to be completed for any substance that is hazardous to Health or the Environment. Hazardous substances are identified by a pictogram that indicates the type of hazard.

The Headteacher or another appointed person that is suitably trained must complete a COSHH assessment. To do this the Material Safety Data Sheet (MSDS) associated with the substance should be acquired. This is usually supplied with the substance or can be obtained online. The assessment is completed by transferring relevant information from the MSDS and recording how the product will be used in school.

The resulting assessment should identify how the substance can be safely used, stored and what PPE will be required.

The findings of COSHH assessments should be shared with employees that use the chemical.

COSHH assessments should be stored in a file in a location that is easily accessible. It is possible that the COSHH assessment might be required if an incident involving a hazardous chemical occurs.

Assessments should be reviewed every two years, or after an accident or significant change in working practices.

All chemicals should be used and stored in accordance with the manufacturer's instructions, which in nearly all cases, requires chemicals to be stored out of the reach of children. Bulk chemical stores and cleaning cupboards will always be kept locked.

Contract cleaners might be responsible for their own COSHH assessments if they provide their own chemicals. Their COSHH assessments should be kept on site and easily accessible.

- Bulk chemicals are stored *[explain where]*
- Cleaning cupboards are located *[explain where and how they are secured]*
- COSHH Assessments are completed by *[Name or job title]*
- COSHH Assessments are kept *[explain where]*.
- Only staff that are trained to use these substances are permitted to use them - These staff should be trained in proper maintenance, storage, and use of these chemicals.
- There should be clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container.
- There should be a clear record of chemicals ordered.
- Any unwanted chemicals should be safely disposed and in accordance with the manufacturer's instructions or the MSDS.
- It is a statutory requirement for employees to wear PPE that is provided to them by their employer for Health and Safety reasons. Not complying with this requirement could result in disciplinary proceedings.

Fire Safety and Evacuation

- Each school carries out whole school fire drills at least once per term (3 per year). There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.
- A range of fire safety checks are required to meet our statutory duty. They are detailed and recorded on iAM Compliant.
- Fire risk assessments are carried out, recorded, and regularly reviewed for each building.
- The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.
- The Headteacher or other nominated person will produce a Fire Emergency Evacuation Plan (FEEP) which sets out how occupants of the school will evacuate. This document must be regularly reviewed, updated and shared with staff.
- Any pupils or employees that might require ANY assistance in an evacuation will have a Personal Emergency Evacuation plan (PEEP) which records what assistance is required and by whom. These documents should be kept in the Fire logbook and circulated to relevant staff.
- The school will have an Emergency Grab Bag that can be used in an emergency evacuation. A contents list is available from the H&S SharePoint site.

Site security and visitors
School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

To ensure that our school is a secure environment we:

- record details of all visitors entering and leaving the site
- check all ID badges of any visitors
- have designated key holders
- engage the services of an alarm monitoring company
- undertake a security audit
- complete relevant risk assessments
- undertake regular site checks
- encourage staff to report any defects or concerns that they might have
- have a lockdown procedure that is practiced at least once a year

Visitors and other users of the premises
Where the facilities are shared, the school ensures that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. Nursery, Children Centre, Pre-School catering and cleaning contractors and outside staff based in the school.

All visitors to the school must comply with this school Health and Safety Policy and procedures.

Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Members, Contractors etc.

Visitors ID should always be checked regardless of whether they are known to the school or not. All visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.

Some visitors might need to be accompanied during their visit in accordance with the schools safeguarding procedures. This might be due to the lack of suitable DBS clearance or where the Headteacher deems it to be necessary.

Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the school's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.

Should an incident /accident occur involving a visitor it must be reported using EEC Safety Suite accident reporting module. An investigation must be undertaken as soon as possible by the relevant responsible person where appropriate

If the incident is of a serious nature, or fatal, the headteacher should contact the Trust Wide Estates Lead, or in their absence, the CEO, DCEO, or Regional Hub Lead by the quickest means possible.

Persons hosting visitors including meeting arrangers must ensure Visitors:

- are alerted to the establishment fire procedures;
- adhere to the 'no smoking' policy;
- adhere to any mobile phone usage policy;
- must park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
- record time of arrival and departure in the visitors' book;
- Where applicable, are provided with and wear identification badges;
- are accompanied or authorised to enter the premises;
- remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
- do not take anything with them from the premises, or bring anything onto the premises that may present a hazard or risk unless authorised;
- report all accidents, incidents and near misses to the host;
- wear protective clothing that is supplied when necessary.

Contractors

All Contractors under the school control will be appropriately selected and competent in terms of health and safety.

Contractors must be made aware of and abide by the school's Health and Safety Policy and not endanger pupils, staff or other visitors to the site.

The Headteacher will ensure that any contractor whose task involves disturbing the fabric of the building sees the asbestos register, signs the contractor declaration and abides by the school's rules regarding the management of asbestos. Contractors must follow the school's instructions regarding the management of asbestos.

The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher.

All contractors must report to the responsible person before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect their safety and that of others.

Contractors must provide:

- Risk Assessments
- Method Statements
- Evidence of insurance
- DBS status where appropriate or checks are completed on the single central record
- Evidence of competence/training

Construction, Design and Management

The school is aware of its obligations under the 'CDM Regulations' and where small projects are carried out and come under these regulations the school, as client, will carry out the following:

a) Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and co-ordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase;
b) Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and co-ordinating health and safety in the construction phase of a project;
c) Ensure that, where there is more than one contractor, a Health and Safety File in prepared on completion of the project and is kept available for those subsequently carrying out construction work. The 'CDM Regulations' 2015 are triggered, for smaller projects, when two or more contractors are appointed.

The Principal Designer and Principal Contractor roles can be fulfilled by the school as client. If this is the case, the school is responsible for undertaking both these roles.

On projects where the 'CDM Regulations' do not apply (where there is only one contractor appointed) or where the school fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled 'Control of Contractors'.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

For further information/advice please contact the Trust Wide Estates Lead, or Regional Hub Facilities Lead

Link to guidance on CDM regulations -
https://www.hse.gov.uk/construction/cdm/2015/index.htm

Lettings
All lettings must be approved by the headteacher. Conditions for lettings are set out on the Letting Form/Agreement which must be completed accordingly.

The Letting Form/Agreement can be obtained from the Business Manager, or a model copy is available from the Estates and Health & Safety SharePoint site.

Details of the school's emergency contact details are provided to the hirer.

Emergency procedures and arrangements are in place, and both parties must be aware of individual responsibility in the event of an emergency.

Hirer's risk assessments, insurance, and safeguarding arrangements must be requested.

The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building or the school site.

The Headteacher reserves the right to cancel any agreement if they consider that there might be a risk to occupants or users of the school or where safeguarding might be compromised.

Lone Working
There will be some situations where staff at the school will be working alone. Examples of this would be a staff member locking up the school at the end of the day or attending to an alarm call out of hours. There is an increased risk to the health and safety of lone workers, and the school has provisions in place to both identify and manage these risks.

Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments must also be carried out.

As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of worst-case scenarios, such as, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them.
- Your personal safety is of paramount importance. There is no expectation to place yourself in harm's way. If in doubt retreat and call the Police.

- If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.
- Park their car as close to the access doors as possible.

Unacceptable lone worker activities - The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

Violence in the workplace
The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

The school is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed, and appropriate action will be taken if necessary.

Individual risk assessments will be developed where pupil behaviour, medical needs or other circumstances present a foreseeable risk to themselves or others.

Vehicle and pedestrian segregation
Where possible vehicle movement, e.g. car parking/deliveries, will be away from footpaths, crossings, gates and doorways.

Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where bus operators are required to collect / drop off children, the school will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time.

Lockdown Procedure
The school has lockdown procedures which are reviewed annually. These have been explained and distributed to all staff. The lockdown procedure is located *[enter location]*.

At least one lockdown drill will be completed each academic year. The date and results of the drill will be recorded on iAM Compliant.

Defect Reporting Procedures and Equipment
All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the headteacher so that remedial action can be taken.

The Headteacher in conjunction with the Regional Hub Facilities Lead will ensure that a suitable system is in place for staff to report premises and equipment defects. The system will ensure that defects are logged, notified and actioned. Defects that present an immediate or significant risk to occupants must be reported to the Headteacher or member of the Senior Leadership Team, so that suitable remedial actions can be taken.

Any equipment in school should be used safely and for its intended purpose only. Faulty equipment must be taken out of use immediately and if appropriate isolated and labelled 'Do not use'.

No second-hand equipment or equipment brought in from home must be introduced to school without the prior agreement of the Headteacher.

Working at Height
Activities which require work at height should be identified and eliminated where possible. Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks.

Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height, if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height safely.

Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.

Employees are not permitted to access roofs unless there is suitable edge protection or fall arrest systems in place. Wherever possible work should be completed from the ground or a ladder if the work is for a short duration. Where no edge protection is in place or the work is not short duration then a more suitable means of access should be considered, such as scaffolding. In these instances, schools should contact their Regional Hub Facilities Lead or Trust Wide Estates Lead for further advice and guidance.

Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps. Appropriate clothing and footwear should be worn.

Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.

Contractors are expected to provide their own equipment and are not permitted to use the school's equipment.

Food Safety and Hygiene including Allergens
The school engages in a range of activities involving food; therefore, it has responsibility for ensuring that food hygiene standards are met.

This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

Several items of equipment used in the kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times.

For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

The school takes all allergies seriously and it is important that **parents inform the school immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

All staff including those involved with food must complete suitable Allergen training. A record of the training should be retained for auditing purposes

Occupational Health / Welfare
The school takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

Where work-related stress concerns are identified, suitable and sufficient stress risk assessments will be completed.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

The school is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The school will address any instances of bullying and will adopt methods to reduce bullying in our schools.

New and Expectant Mothers
Should any employee become a new or expectant mother, the school will take steps to ensure their continued health and safety at work.

A new and expectant mothers risk assessment will be completed with 'one to one' discussions and a formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work-related hazards.

The Trust Policy and Risk Assessment template for new and expectant mothers is located on SharePoint.

Display Screen Equipment (DSE)
The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The school has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, business manager etc.

The school adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Regular breaks are taken when working with DSE.

The school encourages staff, pupils, volunteers or visitors report to their manager any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

For ‘users’ a DSE assessment should be carried out by their line manager or as a self-assessment. This takes the form of the HSE Workstation Assessment form and is located on SharePoint.

DSE assessments will be reviewed every two years; or before where changes occur e.g. equipment, office layouts or when there are staff changes.

Those staff identified as DSE ‘users’ shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician. This will be paid for by the school (NB this also includes corrective lenses if required solely for DSE use).

The Trust guidance on DSE and eyesight tests is located on SharePoint.

Infectious Diseases/Health Protection
The latest UK Health Security Agency (UKHSA) guidance on health protection in education and childcare settings can be viewed and downloaded here - www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities.

Key Holder – Safety During Call Outs
Key holders on call are reminded that their own safety is paramount and to not place themselves in dangerous situations. The school must ensure that any lone working has been considered. If the police have left the premises, a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving, the key holder should ensure that the school is secure and the alarm re-set. If any member of staff is on site and is concerned about people on or about the site, they should telephone the Police on 101 or 999 if concerned about their own protection or the school's well-being.

Adverse Weather
The headteacher will make the decision whether to open the school in the event of adverse weather.

The [Delete as applicable] site manager / caretaker / another member of staff is responsible for clearing snow and gritting suitable pathways to allow access to the school site and safe egress routes in the event of an emergency.

A system should be in place that ensures that large trees are inspected after periods of high winds. If a risk is identified, suitable actions must be taken to ensure the safety of all occupants and others who may be affected.

Smoking
All schools are no-smoking/no-vaping sites.

Outdoor Play Equipment (if relevant)
Outdoor play equipment will only be used when appropriately supervised.

Such equipment will be checked at least weekly by [identify the person or role responsible] for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the [identify the person or role responsible] Site Manager/Caretaker so that remedial action can be taken.

Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.

The outdoor play equipment is inspected annually/termly.

Risk Assessments must be carried out for play equipment.

Gym Equipment (if relevant)
All staff should check PE apparatus before use and report any defects to the [identify the person or role responsible] Site Manager/ Caretaker.

Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.

The PE equipment is inspected annually.

Kiln (if relevant)

Staff operating the kiln must be appropriately trained and a risk assessment for the kiln has been completed and shared with all staff along with operating and emergency procedures.

The kiln is inspected annually.

Personal protective equipment in the form of thermal gloves is provided.